

# **DIVERNON TOWNSHIP LIBRARY BOARD**

## **MINUTES OF MEETING HELD NOVEMBER 6, 2018**

President Linda Baer called the meeting to order at 6:00 p.m. She then asked for the roll to be called: Linda Baer, Susie Darling, Kathi Katcher, Mary Lou Fugate, Cory Goleman and Jane Emerson were present. Jake Rettberg was absent.

Visitor was Brenda Ruyle.

The secretary's report was read. Motion was made by Susie Darling and seconded by Kathi Katcher to accept the minutes. Motion carried.

The president then asked for the treasurer's report. She reported that a property tax installment had been received in the amount of \$25,263.99. A scanner was purchased as well as a USB hub. A motion was made by Kathi Katcher, seconded by Cory Goleman to approve the treasurer's report. Motion carried. In December a Special Reserve CD will be transferred to the general fund. A motion was made by Kathi Katcher and seconded by Cory Goleman. Motion carried. There will be no other transfer of funds.

Discussion was had on wages of library staff. Mary Lou Fugate made a motion to raise the head librarian's salary. Cory Goleman seconded. Motion carried.

Mary Lou Fugate, treasurer, discussed the Paychex start up. Justin Griffin, Assigned Specialist, sent sheets detailing when payroll had to be received (30th of each month). They also pay all social security, federal taxes and state taxes.

The librarian gave the board an update on the Energy Efficiency Program (free LED light bulbs) from Enersol/Ameren. The bulbs will be free in the front of the library only. Mary Lou Fugate made a motion to have this done. Seconded by Susie Darling. Motion carried.

A capitilization policy was received from Adam Mathias. Kathi Katcher made a motion to accept the policy. Mary Lou Fugate seconded. Motion carried.

Mary Lou Fugate gave the board members a copy of the personal time policy effective October, 2018.

No executive session

Librarian's Report

- A. She gave an update on Volunteer Program. Do not have to have a formal screening.
- B. Three people interviewed for the part-time assistant librarian. One was chosen and will be checking her references.
- C. 2019 Library board meeting dates were distributed to board.
- D. Christmas Party will be December 4 and Bella Milano at 6:00 p.m.

Susie Darling made a motion to adjourn, seconded by Kathi Katcher. Motion carried. Next meeting will be January 8, 2019.

Respectfully submitted, Jane Emerson